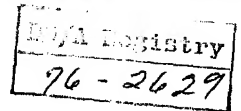


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PERS



25 MAY 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Finance Promotion and CSGA Problems

1. At the time the Office of Finance submitted its semi-annual group of promotions in December 1975, we realized that a problem existed in the way in which that office was projecting its CSGA. As you know, when an office has little or no headroom on its CSGA at the time promotions are forwarded to the Office of Personnel for authentication, we require that a projected CSGA be submitted. The office will add anticipated gains, subtract anticipated losses, incorporate anticipated position changes, and provide to the Office of Personnel a CSGA which shows, by their calculations, what the headroom will be at a certain point in the future. This has been an accepted practice throughout the Agency and, while not many offices have headroom problems which require such projections, the Office of Finance has been consistently overstrength and has been providing such projected CSGAs automatically for many years.

2. As a result of a more thorough review of the projected CSGA submitted by OF in December 1975, we discovered that 15 positions are being included in their projected CSGA for which no authorized ceiling exists. Conversations with the Director of Finance revealed that apparently OF had been authorized (verbally) by the DDM&S several years ago to go over ceiling by 15 to allow for the movement to and from overseas, and sometimes lengthy training, of OF Careerists in the face of a steadily declining T/O. At that point, OF began including this figure in their projected CSGAs and the Directors of Personnel have been approving them each time. Because of the timing and the emotion involved with the promotion exercise at Christmas time, I approved the promotions for OF with the understanding that this situation must be resolved by their next promotion exercise.

3. A review of the other DDA Career Sub-Groups who also provide support to Agency components both at Headquarters and overseas reveals that OF's situation is not unique. The Offices of Logistics,

-- 2 -

Security and particularly Communications, have similar demanding requirements for overlaps, TDYs, training, etc., and seem to accomplish their missions and promotions within their authorized ceiling. Indeed, OC reserves some of its ceiling to provide just for such movement and thereby suffers no headroom problems.

4. We believe that under today's ground rules this practice is questionable and should cease, i.e., we can no longer authorize OF to promote their personnel on the basis of non-existent ceiling. It is recommended therefore, that the DDA consider: (A) providing OF with the extra 15 ceiling it believes it needs to continue its services to the Agency; or (B) directing OF to promote only within its CSGA (which may be projected normally without the non-existent 15 positions).

(Signature)

F. W. M. Janney

Distribution:

Orig & 1 - Addressee
1 - D/Pers Chrono
1 - DD/Pers/R&P Chrono
1 - PPB Chrono
1 - Director of Finance

STATINTL OP/SPD/PPB, [REDACTED] s (21 May 76)

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Approved For Release 2001/08/07 : CIA-RDP79-00498A000500020013-0

DD/A Registry
File *Personnel*

SUBJECT: (Optional)

Office of Finance Promotion and CSGA Problems

FROM:

D/Pers
5E58 Hqs

EXTENSION

NO.

DATE 25 MAY 1976

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA
7D18 Hqs

25 MAY 1976

2.

3.

4.

5.

6.

To 3:
"Tom:"

7.

While I know Janney's memorandum will add to your problems, his position is correct and I have no alternative but to concur in his paragraph 4 (D). We know your "R&T" problem, but to count headroom for positions that legally do not exist just cannot be done. /s/ Jack Blake"

8.

Distribution:

9.

Original - D/OF w/Orig Att (DDA 76-2629) by hand

10.

- 1 - DDA Subject w/att
- 1 - DDA Chrono w/o att
- 1 - JFB Chrono w/o att

11.

DDA:JFBBlake:der (25 May 1976)

12.

Att: DDA 76-2629 Memo to DDA fr D/OP, dtd 25 May 1976; Subject: OF Promotion and CSGA Problems

13.

14.

15.

To 3
Tom
While I know Janney's memo will add to your problems, his position is correct. I have no alternative but to concur in his Para 4 (D). We know your "R&T" problem, but to count head-room for positions that legally do not exist just cannot be done.

STATINTL

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OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|----|------------------|------|----------|
| 1 | ADD/A | | 4 |
| 2 | DDA | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

| | | |
|-------------|--------------|----------------|
| ACTION | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | DISPATCH | RECOMMENDATION |
| COMMENT | FILE | RETURN |
| CONCURRENCE | INFORMATION | SIGNATURE |

Remarks:

Janney points up OF excess of 15 people for their rotation & training and fact OF uses this non-existent ceiling in their CSGA for promotion purposes. This is a NO NO!!.

Prin told me this was coming and I agree that something should be done. Maybe one 2 pending actions will take care of some of this

| | |
|----------------------|-------------|
| ADDRESS AND PHONE NO | DATE |
| | 20 MAR 1976 |

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